生命科學系研究生畢業論文口試及辦理離校手續注意事項
Thesis Defense and School Leaving Procedures for Life Sciences Graduate Students

第一階段：論文口試申請
Phase 1: Thesis Defense Application

一、擬於 115 學年度第一學期申請畢業論文口試者，請於 115 年 10 月 12 日前，繳交**【國立中興大學生命科學系研究生畢業論文口試申請單】**至系辦公室，以進行畢業資格審查作業。

1. For those planning to apply for the thesis defense in 1st semester of the 2026 academic year, please submit the " Graduate Thesis Defense Application Form" to the Department Office before October 12, 2026, in order to proceed with the graduation qualification review process.

※博士班研究生請先確定已完成畢業明細表第十一項：論文發表、英文檢定，並**提供證明資料**進行審查。

※PhD students must ensure they have completed item 11 of the Graduation Requirements: thesis publication and English proficiency, and provide proof for review.

※博士班研究生博士候選人資格考核應於第四學年結束前及並於口試前 6 個月完成。

※PhD students must complete their doctoral candidacy evaluation by the end of their fourth academic year and at least six months before the defense.

二、請至【教務資訊系統】→【畢業離校】→【學位考試系統】登錄「學位考試申請書」

2. Log in to the Academic Affairs System →Graduation→Degree Exam Application to register the "Application of Defense for Master Thesis/Doctoral Disseration".

※請依據「研究所考試論文審查系統學生操作手冊」

※Please refer to the " Thesis Exam Application System Student Operation Handbook ".

※考試地點請先至系辦詢問空教室/會議室並登記借用。

※Please inquire at the department office for available classrooms or meeting rooms for the exam venue and register to reserve them.

三、登錄資料完成後，請先通知系辦公室，確認資料無誤後，再列印**「學位考試申請書」**給指導教授/共同指導教授簽名。

3. After completing the registration, notify the department office for verification. Once confirmed, print the "Application of Defense for Master Thesis/Doctoral Disseration" and have it signed by your advisor/co-advisor.

※如有塗改，提口試者需於各塗改處簽名或蓋章。

※If there are any corrections, the applicant must sign or stamp at each corrected section.

四、於系統中列印**「學位考試委員聘函」**，每位考試委員一份。

4. Print the " Appointment of Dissertation Committee" from the system, one for each committee member.

「學位考試申請書」、「學位考試委員聘函」請於論文口試舉行日期 25 天前送至系辦公室，以便將考試委員名單提請委員會審查。最終截止日為 116 年 01 月 04 日，逾期不受理。

"Application of Defense for Master Thesis/Doctoral Disseration" and" Appointment of Dissertation Committee" must be submitted to the department office at least 25 days before the thesis defense date, so that the committee member list can be reviewed. The final deadline is January 4, 2027. Late submissions will not be accepted.

五、校內及校外委員之論文指導費及口試費皆直接撥入帳戶，系辦會確認學校系統是否有建立口試委員帳戶資料，再行通知。

5. The thesis supervision and defense fees for internal and external committee members will be directly deposited into their accounts. The department office will check if the accounts have been set up in the university system and then notify you.

※若無帳戶資料請繳交校外委員之個人資料表(如附件)。

※If no account information is available, please submit the personal information form for external committee members (as attached).

六、論文延後公開：「紙本論文」延後公開請在填寫論文口試申請時務必確認。

6. Embargo of Thesis/Dissertation: When filling out the Application of Defense (Master's/Doctoral Program), please make sure to confirm whether the printed thesis/dissertation will be subject to an embargo.

※論文延後公開說明【圖書館網頁→研究學習→學位論文(論文上傳)→檔案下載→申請書(【延後公開】之申請及說明)】

※For details regarding the embargo application, please refer to:
Library Website → Research & Learning → Thesis/Dissertation Submission → Download Files → Application (NCHU Thesis/Dissertation Embargo Application Guideline)

※論文延後公開：至圖書館網站下載填寫「國立中興大學學位論文【延後公開】申請書」並檢附「證明文件」。申請書及證明文件一式 2 份，於辦理畢業離校時，與紙本論文一併繳交圖書館。

※Embargo of Thesis/Dissertation: Download and complete the "NCHU Application for Embargo of Thesis/Dissertation" from the Library website and attach the relevant supporting document(s). Please submit two copies of the application form and supporting documents. During the graduation approval process at the Library, the two original application forms, along with all supporting document(s), should be submitted together with the thesis/dissertation.

七、校外口試委員車輛進出，如要申請免費入校停車，請於考試委員聘函寄送前至系辦遞交申請單（如附件），至少於口試日期前一週提出申請，逾期者請參閱本校駐警隊公告辦理。

7. For external thesis defense committee members, if you need to apply for free on-campus parking, please submit the application form (as attached) to the department office before sending the appointment letter, and at least one week before the defense date. Late applications should refer to the university's campus security announcements.

八、每位研究生於論文口試前一週務必於系辦外公佈欄張貼海報【格式可自訂、內容需含論文題目、口試時間、地點】。

8. Each graduate student must post a poster on the department's bulletin board one week before the thesis defense. The format can be customized, but the content must include the thesis title, defense time, and location.

九、口試時間如有變更，請通知系辦公室進行異動流程，並務必自行通知各考試委員。

8. If there is a change in the defense schedule, please inform the department office to update the process, and make sure to notify all committee members yourself.

十、研究生論文比對：論文口試前自行利用 Turnitin 系統進行原創性比對，比對結果供口試委員審閱，論文比對結果電子回條紙本請保留至辦理離校手續。

10. Thesis originality check: Before the thesis defense, students must use the Turnitin system for an originality comparison. The results will be reviewed by the defense committee. Keep a printed copy of the Digital Receipts for the school leaving procedures.

※Turnitin 系統學生帳號：系辦公室依據研究生畢業論文口試申請單所填之電子信箱進行申請，申請帳號後將會收到 Turnitin 的系統來信，請依指示登入。

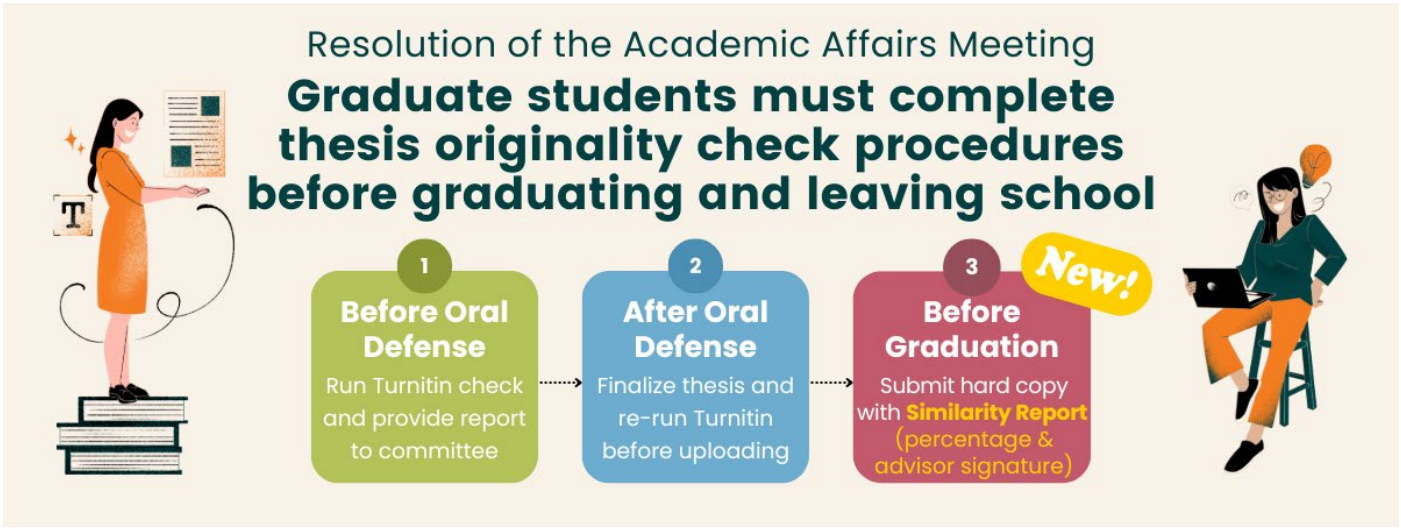
※Turnitin system student account: The department office will apply for an account based on the email address provided in the graduate thesis defense application form. Once the account is created, you will receive an email from the Turnitin system with instructions on how to log in.

※Turnitin 系統使用方法查看【圖書館網頁→研究學習→Turnitin 著作原創性比對系統→使用說明及手冊】

※Turnitin system usage instructions: Refer to the library website → Research & Learning → Originality Check → Instruction Manual.

※依據「國立中興大學生命科學系學位論文品質與管考準則」第四條規定：本系研究生論文口試前進行論文原創性比對，比對結果提供口試委員審閱，論文修改完成後，再次進行論文原創性比對，其比對相似度在排除目錄、材料與方法、參考文獻及附件，應低於百分之二十五。研究生在就學期間為第一作者所發表之論文得排除於比對範圍之內。如未符合所訂標準，須敘明具體理由並經指導教授確認，始得辦理離校手續。

※According to Article 4 of the “Guidelines for Thesis Quality Control in the Department of Life Sciences at National Chung Hsing University” Before the oral examination, the originality of the graduate student's thesis must undergo plagiarism detection analysis, and the results shall be provided to the oral defense committee for review. After revising the thesis, the student must conduct a second plagiarism check. The similarity score—after excluding the table of contents, materials and methods, references, and appendices—must be below 25%. Any published papers authored by the student as the first author during their enrollment may be excluded from the plagiarism check. If the thesis does not meet the required standard, a written explanation must be provided with approval from the advisor before the student can proceed with the graduation clearance process.



第二階段：論文口試舉行

Phase 2: Thesis Defense

一、本學期論文口試舉行日期至遲為 116 年 01 月 29 日。

1. Thesis Defense Deadline: **January 29, 2027**.

二、論文口試時需準備之表單

2. Forms to Prepare for the Thesis Oral Defense

- 學位考試結果通知書【系統中列印】
- Result of Master/Doctoral Thesis Defense【print from the system】
- 學位論文考試口試評分單【系統中列印，一個委員一份】
- Score of Master/Doctoral Defense【print from the system; one copy per committee member】
- 博/碩士畢業口試論文審核頁【至本校註冊組網頁→表格下載處下載，以電腦打字填列資料，勿用手寫】
- Oral defense evaluation page【download from the registration website → Forms download; fill out electronically, handwritten entries are not permitted】

三、口試時請錄音或自行指派人員協助紀錄，並於口試結束彙整製作口試會議紀錄（範本如附件）。

3. Please record the oral defense or assign someone to assist with note-taking. Compile and produce minutes of the oral defense meeting upon completion (as attached).

四、口試結束後，請繳交口試結束通知單(如附件)至系辦公室。

4. After the defense, please submit the Thesis Defense Completion Notice (as attached) to the department office.

※考試委員口試費(含交通費)學校僅能報支-碩士班三人/博士班五人，多餘之委員口試費由實驗室老師之管理費報支。

※The oral examination fee (including transportation) for up to three committee members for a master's defense and five for a doctoral defense. Fees for additional members should be covered by the laboratory professor's management fee.

五、口試後若有修改論文題目，請確定**(一)系統中(二)學位考試結果通知書(三)博/碩士畢業口試論文審核頁，三者題目需一致**。

5. If the thesis title is revised after the oral defense, please ensure the title is consistent across (1) the system, (2) Result of Master/Doctoral Thesis Defense, and (3) Oral defense evaluation page.

第三階段：辦理離校手續

Phase 3: Procedures for Graduates Leaving School

一、本學期離校手續請於 116 年 02 月 19 日前辦妥，**逾期不受理**。

1. Deadline for Completing the School Leaving Procedures: **February 19, 2027**. Late submissions will not be accepted.

二、論文上傳至「中興大學電子學位論文服務系統」，詳情請參閱圖書館網頁

2. Thesis Upload: Upload your thesis to the "NCHU Electronic Thesis & Dissertation Services." For details, please refer to the library's website.

三、審核通過後再印製紙本論文

3. Print paper after your e-thesis is approved.

四、完成應屆畢業生離校問卷：【意向調查問卷、UCAN 共通職能施做問卷】

4. Complete the Graduate Exit Surveys

※教務資訊系統→畢業離校→離校狀態查詢

※Academic Affairs System →Graduation→Leave School Processing

五、至系辦公室辦理離校需準備表單/資料

5. Forms/Documents Required for the department office

- 研究生畢業離校手續單(經指導教授簽章)
- Leaving Confirmation for Graduate students(signed by your advisor)
- 論文口試會議紀錄
- Thesis Defense Meeting Minutes
- 學位論文考試口試評分單
- Score of Master/Doctoral Defense

・學位考試結果通知書(確認已請指導教授/共同指導教授簽章)
・Result of Master/Doctoral Thesis Defense (ensure advisor/co-advisor has signed)
・二本紙本論文(口試論文審核頁，至系辦加蓋系章)
・2 print copies of the approved PDF file(the oral defense evaluation page has an official stamp affixed by the department office)
六、請至圖書館 1F 借還書櫃台繳交下列資料，完成圖書館離校手續：2 本紙本論文、NCHU 及國圖授權書正本、論文原創性比對證明。
6. Summit the following documents to the Circulation Desk of the Library (1F)：2 print copies of the approved PDF file、NCHU and NCL Authorization (Original copy)、Proof of Originality Check.

若有任何問題，請參考以下聯絡方式：
生科系辦公室 (04)22840416#303
教務處註冊組 (04)22840212
圖書館 (04)22840291
For Further Assistance, Please Contact:
Department of Life Sciences Office: (04) 22840416 ext. 303
Office of Academic Affairs, Registrar's Division: (04) 22840212
Library: (04) 22840291

※請先向系辦確認是否有口試委員委帳號，如果沒有需填寫下表資料

本表單蒐集之個人資料僅限於特定目的使用，非經當事人同意絕不轉做其他用途，亦不會公布任何資訊，並遵循個人資料保護法辦理。

銀行局帳號資料表 BANK ACCOUNT INFORMATION FORM

***個人姓名(Name)：** _____

***身分證字號(ID)：** _____

***戶籍地址(Permanent address)：** _____

所屬單位(Service unit)：_____

聯絡電話(Contact number):_____

E-mail：_____@_____

***銀行名稱及分行(Name of Bank and Branch)：**

_____

***戶口帳號(Account No.)：**

_____

銀行帳戶與身分證字號請確認同為**本人**

Please ensure that the bank account name and ID are your own.

***為必填欄位(Fields marked * are required please.)**

請附上銀行儲簿的封面(卡戶名及戶口號碼)之影印本。

Please attach a copy of the first page of your bank book (account name and account number).

口試委員車輛入校申請

Committee Member's Vehicle Entry Application

＊申請日為口試當天，僅限一天出入校園 The application date is the same as the day of the thesis defense, and entry to the campus is limited to that day only.

口試委員姓名(Name)：

口試委員車號(License Plate Number)：

口試日期/時間(Date/Time)：

【考試委員聘函寄送前提出申請】
【Please submit the application before the committee appointment is sent】

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口試日期/時間(Date/Time)：

【考試委員聘函寄送前提出申請】
【Please submit the application before the committee appointment is sent】

國立中興大學生命科學系 畢業口試結束通知單

Thesis Defense Completion Notice

※畢業口試結束通知單請於口試結束後一週內送至系辦公室(連同交通費票證)

Please submit the notice to the department office within one week after the Thesis Defense, along with the transportation receipts.

委員 Committee Member	交通費 Transportation Expenses
	□台中地區(服務單位距離中興大學未超過 10 公里):不補助 Taichung area (service location within 10 km from NCHU): no transportation subsidy. □高鐵**(需提供票證)** High Speed Rail **(tickets required)** □自行開車(服務單位距離中興大學超過 10 公里):每公里 3 元補助 Driving (service location more than 10 km from NCHU): subsidy of NT$3 per kilometer
	□台中地區(服務單位距離中興大學未超過 10 公里):不補助 Taichung area (service location within 10 km from NCHU): no transportation subsidy. □高鐵**(需提供票證)** High Speed Rail **(tickets required)** □自行開車(服務單位距離中興大學超過 10 公里):每公里 3 元補助 Driving (service location more than 10 km from NCHU): subsidy of NT$3 per kilometer
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※車票單據為電子票證,請所屬考試委員務必在電子票證上簽名。

※Note: Transportation receipts should be electronic, and the committee members must sign on the electronic ticket.

研究生簽名Graduate Student's Signature :

會議記錄範本 Meeting Minutes Template

（請以電腦打字彙整 Please compile the meeting minutes using computer typing）

國立中興大學生命科學系研究生畢業口試會議記錄

Thesis Defense Meeting Minutes of the Department of Life Sciences, NCHU

會議地點 Meeting Location：

會議時間 Meeting Time：

研究生 Graduate Student：

主席 Chair：

指導教授 Advisor：

出席考試委員 Committee Members Present：

紀錄 Recorder：

會議內容 Meeting Details

一、今天是○○○同學的碩/博士論文口試，請開始宣讀。

Today is the Master's/Ph.D. thesis oral defense of [student name]. Let the oral examination begin.

二、請各位參與的同學與老師，如有任何建議皆可以提出並討論。

All participating students and professors are welcome to provide suggestions and engage in discussions.

【綜合參加人員問題 General Questions from Participants】

問題一 Question 1：

回答一 Answer 1：

問題二 Question 2：

回答二 Answer 2：

問題三 Question 3：

回答三 Answer 3：